## 4.1.2 Review and Correction via Data Set Browse

Option 2 from the StEPS REVIEW AND CORRECTION button displays a variation of the StEPS Browse Data screen found in the Tools module. This screen allows you to view one StEPS data set in spreadsheet form, using the SAS data table view. It is a quick way of viewing some or all of the variables in a data set and allows you to perform simple queries on the data set.

### The Data Set Browse Screen

#### To access this screen:

- Click on the REVIEW AND CORRECTION button from the StEPS Main Menu
- Select Option 2 Review and Correction via data set browse.

The screen shown as Figure 4.1.2 appears.

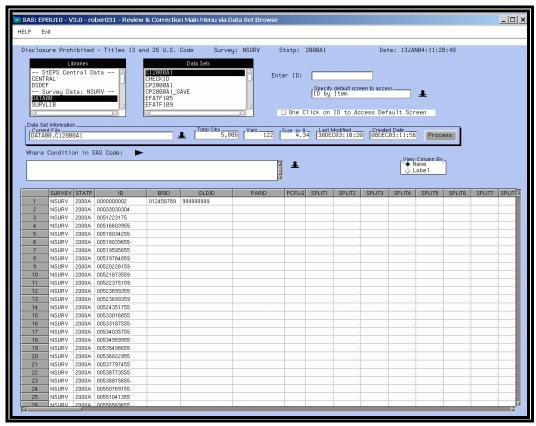


Figure 4.1.2 - Review and Correction via data set browse screen

This screen offers the following features that are not available on the TOOLS version:

- 1. You can specify a "Default Screen to Access" (i.e., ID x ITEM, Control Information, Respondent Text) to display when you click on the ID of a respondent in the data table.
- 2. You can select the "One Click on ID to Access Default Screen" that will enable you to click once on an ID in the table and display the selected default screen.
- 3. You can browse data sets and correct individual data items by clicking on an ID. This is convenient because you can combine query capabilities with review and correction instead using the Tools module to browse, then backtracking to make changes in the Review and Correction module.

## To use this screen:

- 1. Select a data set to browse:
  - Enter an ID in the "ID box" to display the default screen for that ID (see step 2)
    OR
  - Using the "Libraries" window select the library containing the data set
  - The data sets in that library will be displayed in the "Data Set" window. Click to select the one to browse.

Available libraries include the following:

#### **StEPS Central Data**

•	CENTRAL	Data and parameter files that apply
		across StEPS; not specific to survey
•	DSDEF	Empty data set structures

#### **Survey Data <Survey Name>**

t stat period data files
at period data files
rior stat period data files
at define survey characteristics,
forms, users, etc.
data files that are not stat period
parameter files related to es and modules
ter files specific to the current stat
ter files specific to the prior stat
t o

		period
•	PARM02	Parameter files specific to the prior-prior stat period
•	ARCH00	Archived data files specific to the current stat period
•	ARCH01	Archived data files specific to the prior stat period
•	ARCH02	Archived data files specific to the prior- prior stat period
•	STPSUSER	Data files related to the specific setup and defaults of the user
•	SELECT	User-created selection sets

# **Temporary Data**

•	USERTEMP	Temporary	data files	created b	v the user

• WORK Temporary data files created by StEPS

## **USER Data**

• USERLIB Survey specific data, edit rejects, etc.

The data sets available depend upon your survey and the library you selected. When a data set is selected, summary information about the data set displays in the "Data Set Information" area: data set name, number of observations in the data set, number of variables, size, date last modified, and date created. The PROCESS button enables you to examine the contents of the data set or access the Search/Extract Screen. (See chapter 5.10 for a description of these options.)

#### 2. Set the screen defaults:

 Use the arrow by the window located below the ID box to display a picklist that allows you to select from the following browse screens:

> ID by Item Control Information Respondent Text

- Below the default screen box is a checkbox option labeled "One Click on ID to Access Default Screen." If you click this checkbox, the default screen you just specified will become the default screen for that ID. Thereafter, you can click on an ID displayed in the table and this default screen for that ID will display. (Using F3 or Exit from the default screen will return you to the data set browse screen.)
- If you do not click on this checkbox, you can left-click on an ID in the table to bring up a menu reading:

Access default screen (the screen selected for this session) ID – No label Set Bookmark

Select "Access default screen" to display the screen selected as the default for this section. (See Section 5.13 for a detailed description of viewing data using the Browse Data screen, performing queries, specifying criterial to subset a data set, setting bookmarks, etc.)

To correct a data item, left-click on the ID. The default correction screen you specified will display. Make the corrections, then press F3 or use the p-menu EXIT option to return to the Browse Data Screen.

If you right-click while in the table, you will bring up a menu with these options:

Page Properties
Print Setup
Print Preview
Print
Help
Where
Where Clear
Member level locking/Record level locking (a toggle)

The "Page Properties," "Print Setup," and "Print Preview" options display screens that allow you to format a printout of the table that is displayed. The "Print" option sends the formatted page to your printer.

"Help" takes you to a help screen.

"Where" displays the standard StEPS WHERE clause screen that assists you in creating a WHERE clause. "Where Clear" clears your WHERE clause.

The two locking options allow users with the proper permission to lock either the data table or a record in the data table to protect data from unauthorized changes.

## P-Menu

P-Menu for Option 2 - Review and Correction via data set browse

P-Menu	Options	Function	
HELP	Data Review and Correction Menu Help (F1)	Display HELP information on using the Review and Correction Main Menu screen	
	Whoaml (F7)	Display user default and systems information	
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen	